



DEPARTMENT OF THE ARMY

HEADQUARTERS, 101ST AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL
FORT CAMPBELL, KENTUCKY 42223-5000

REPLY TO
ATTENTION OF:

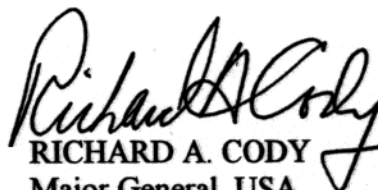
AFZB-CG (600g)

12 December 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Career and Alumni Program (ACAP)

1. ACAP is the installation agency responsible for providing timely and effective transition assistance to soldiers, civilian employees of the Army, and their family members. The ACAP Center prepares transitioners for success by providing preseparation briefings, job search skills training, counseling, referrals and resources. The Center offers a platform of self-paced, computer-based learning, multimedia and interactive videos. Assistance is also provided in securing and using the Verification of Military Experience and Training (VMET) document (DD Form 2586).
2. Public law and Headquarters Department of the Army policy mandate continuation of ACAP. The program plays a key role in the Army's recruiting and retention efforts and significantly reduces the Army's potential unemployment compensation costs.
3. In order to make an informed decision regarding separation, transitioners should plan ahead, learn about their benefits and the services and opportunities that may be available to them. Even though public law requires soldiers receive transition assistance, it is our duty to ensure they are afforded the opportunity. Commanders will refer separating soldiers to ACAP 180 days prior to separation to allow them adequate time to take full advantage of the program. Early and managed participation in transition assistance activities minimizes the impact on unit missions.
4. This command is committed to supporting soldiers by integrating ACAP into the military career life cycle.
5. Air Assault!


RICHARD A. CODY
Major General, USA
Commanding

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